



Uttarakhand Bamboo & Fiber  
Development Board

# UTTARAKHAND BAMBOO AND FIBER DEVELOPMENT BOARD

New Forest Colony, Indira Nagar, Dehradun, Uttarakhand - 248006

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## **Expression of Interest (EoI) for empanelment of individuals/firms/institutions to provide different services to Uttarakhand Bamboo and Fiber Development Board**

**About UBFDB:** Uttarakhand Bamboo & Fiber Development Board is a State nodal agency for undertaking bamboo & natural fiber based development in the State of Uttarakhand. The Board undertakes different research and development projects through the support of Central, State Government & other organizations aimed at promoting bamboo and natural fiber sector in Uttarakhand, with the following objectives:

- To promote the growth and sustainable management of bamboo and useful fibers both in natural forests and cultivation under Community based plantation and production models (such as Van Panchayats /Joint forest management/ ongoing watershed projects; social and agro forestry programmes) with concomitant benefits to forest conservation and industrial development.
- To develop new generation, environment friendly bamboo and fiber based products, processes, practices and technology by giving impetus to innovative design capabilities, testing methodologies, fabrication and standardization techniques with a view towards increased trade in domestic and export markets.
- To popularize bamboo as a cost-effective and earth-quake resistant building material to meet the housing and other infrastructural needs of the State especially since it lies in a high-seismic zone.
- To enhance inter-institutional industry interaction in the domestic and international arenas for technology sourcing, absorption and dissemination; while also improving industry-lab-user linkages for collaborative technology development and transfer.
- To develop market mechanisms and facilitate credit and other financial assistance for risk minimization while developing community-based tiny, cottage, small & medium enterprises based on bamboo and natural fibers, and hence provide employment opportunities in remote rural areas.
- To mobilize donor agencies, industrial houses and community-based organizations on the vast potential of bamboo and select natural fibers and simultaneously empower and train grass-roots artisan and farmer groups on various bamboo and fiber production and processing techniques.

The board invites Expression of Interest (EoI) for empanelment of individual experts/firms/service providers for bamboo nursery and plantation management, bamboo constructions/housing, business promotion and retailers' design development, web hosting/designing & maintenance, RS/GIS services, documentation and monitoring, textile technology/engineering, post harvesting management, Bamboo Harvesting Services, Common Facility Centers Management, mechanical services, legal advisor, chartered accountant, field mobilization/training and capacity building, Human Resource Service and office related maintenance services

Interested candidates are requested to submit a comprehensive technical proposal in the format attached along with detailed Resume' to the Chief Executive Officer, Uttarakhand Bamboo and Fiber Development Board at the above mentioned address so as to reach by 30th September 2024. However, the advertisement shall be open till adequate numbers of experts have been empanelled.

Only suitable candidates may be called for personal interview and technical presentation on technical proposal who are expected to attend the interview at their own costs as they shall not be entitled to any TA/DA.

## **1. Bamboo Nursery and Plantation Management:**

### **Scope of Work:**

- Undertake bamboo nursery raising and plantation activities under the Board.
- Undertake plantation related research studies and appraisals.
- Undertake cluster appraisals/ in-situ and ex-situ conservation, regeneration of planting material.
- Development of training manuals, cluster resource books and other technical documentation of activities carried out under the different project areas.
- Provide assistance to other farm forestry projects being implemented using bamboo & ringal as the planting material.
- Publications of Technical Manuals related to Forestry activities of Bamboo, Ringal and Natural Fibers.
- Undertake monitoring and evaluation.
- R&D on Forestry related activities.

### **Eligibility Criteria:**

- BSc in Forestry/Botany/Environment from a recognized institute/University.
- Minimum 03 years' experience in the management of forestry related development programs and resource planning, good understanding of bamboo and natural fibers based activities with at least 05 years' experience in forestry related activities.
- In case of firms/institutions, they should have adequate number of empaneled experts having the aforesaid eligibility.

## **2. Architect/Civil Engineer/Consultant- Bamboo Construction/Housing**

### **Scope of Work:**

- Undertaking technical and feasibility studies including site investigations
- Using a range of computer software for developing detailed designs
- Undertaking complex calculations
- Develop designs and layout diagrams for bamboo Infrastructural applications
- Resolving design and development problems
- Scheduling material and equipment purchases and deliveries
- Making sure the project complies with all legal requirements, especially health and safety
- Ensuring projects run smoothly and structures are completed within budget and on time

- Provide directions for infrastructure application of bamboo being promoted
- Overall responsible to promote the structural application/Infrastructural applications of bamboo in the state.
- Liaison with established R&D facilities in the country and abroad to bring in new development in the field of bamboo applications in infrastructure.

**Eligibility Criteria:**

- The incumbent should have a Bachelor degree/diploma at architecture/civil engineering from a recognized institute/University.
- Minimum 05 years' experience in building design, plan, estimation, construction and versatility with the bamboo housing would be an added advantage.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**3. Designers/Consultants- Natural Fiber/Bamboo/Ringal:**

**Scope of work:**

**Natural Fibers:**

- Developing carded and un-carded nettle, hemp and other natural fibers, yarn development and blending activities with other natural fibers suitable for hand loom, power loom and knitting based product lines.
- Undertake design development activities in Himalayan nettle, Industrial hemp, bhimal etc. and blending with other natural fibers suitable for tourism and urban market.
- Imparting training to artisan groups in yarn making, blending with different materials, natural dyeing and products development process.
- Assisting the project team and guiding master weavers for market focused design development during assignment period.

**Bamboo and Ringal:**

- Providing required design inputs and ensure standardization of the developed products range.
- Addressing the skill, product related requirement of the region/artisans.
- Strengthen & Streamline existing, traditional Ringal/Bamboo handicrafts systems by introducing contemporary design and technologies to improve the economic conditions of the ringal/Bamboo artisans of Uttarakhand.
- Assisting the project team and master trainers for market focused design development during assignment period.

**Eligibility Criteria:**

- The incumbent should have a degree / diploma from a reputed design institute recognized by Government of India.
- A postgraduate degree or diploma in the discipline of textile design/technology, hard material (wood, bamboo, metal) crafts, interior, and accessories design from reputed design institutes such as NID, IDC (IIT Mumbai), NIFT, IICD, or any other equivalent design school/institute is desirable.

- Should have a minimum of 3 years work experience of which at least 1 year experience should be in the field of natural fibers, bamboo and hill bamboo (Ringal) related handicrafts and handlooms.
- Versatility with the socio-economic and geographical constraints of the crafts communities in the Uttarakhand will be an added advantage.
- Empanelled with DC (H), KVIC and other institutions will be given preference.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

#### **4. Post Harvesting Management:**

##### **Scope of Work:**

- Bamboo Sorting and grading
- Treatment and seasoning
- Storage and handling
- Transportation and logistics
- Value addition, reduce losses and waste management.

##### **Eligibility Criteria:**

- Graduate in any discipline from a recognized institute/University. or college. A master degree in the relevant area is desirable.
- The individual having 5 years' experience in handling wood/bamboo preservation value addition.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

#### **5. Bamboo Harvesting Services:**

##### **Scope of Work:**

- Cut and remove selected bamboo culms using specialized equipment and techniques.
- Process and bundle harvested bamboo culms
- Maintain accurate records of harvested quantities and quality.

##### **Eligibility Criteria:**

- The individuals/firms having minimum 3 years' experience in handling bamboo harvesting.
- Sufficient qualified worker/staff.
- Familiarity with harvesting tools and equipment.
- Knowledge of safety protocols and procedures.

#### **6. Bamboo and Natural Fiber Based Common Facility Center Management:**

##### **Scope of Work:**

- Manage the Common Facility Center
- Responsible for conduction of training programmes at Common Facility Centers
- Maintain stock /fixed assets register transferred to CFC.
- Proper maintenance of machines and tools established at CFC.
- Fulfill the requirement of Raw Material at CFC.
- Quality control and products standardization.

- Timely completion of orders of various agencies/clients for bamboo and natural fiber products.
- Managing/coordinating packaging, logistics and transportation related works.

**Eligibility Criteria:**

- Graduate/ Post graduate in any discipline from a recognized institute/University.
- Minimum 5 years of experience in managing handicrafts-based workshops/production centers
- Proven track record of successfully overseeing handicraft production, quality control, and workshop operations
- Experience in supervising skilled artisans, craftspeople, or production staff
- Familiarity with handicraft production techniques, materials, and processes
- Knowledge of quality control measures and standards in handicraft production
- Experience in managing workshop budgets, inventory, and supplies
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**7. Business promotion and retailers:**

**Scope of Work:**

- Developing marketing mechanism to promote bamboo and natural fiber based products.
- Market survey/studies
- Write reports with suggestions for improvements and new ideas
- To strengthen the institutional system for providing both backward and forward linkages into community managed enterprises, and raise capacity and confidence of smallholder entrepreneurs within a supporting framework.
- Participation in national and international exhibitions working in close collaboration with UBFDB for promotion of bamboo and natural fibre products.
- Promotion and sell of bamboo and natural fibre products on commission basis.

**Eligibility Criteria:**

- The incumbent should have an MBA or PGDM in Marketing from a recognized institute or university.
- Proven working experience as a business promotion.
- Ability to understand customer needs and handle different types of personalities
- Strong listening, communication, presentation and social skills
- Interested in fair trade arrangement to achieve better trading conditions.
- In case of firms/institutions, they should have adequate number of experts having the aforesaid eligibility.

**8. Legal Consultants:**

**Scope of work:**

- Advising various business verticals and functions on legal issues
  - Interpretation of laws and regulations and advising on their applicability
- Handle court cases independently, as and when required

- Draft and vetting court pleadings, legal notices, responses to legal notices etc. and briefing outside counsels and law firms.
- Managing outside counsels to derive the optimum synergies.
- Specify internal governance policies and regularly monitor compliance  
Communicate and negotiate with external parties (customers, regulators, external counsels, public authority etc.), creating relations of trust.
- Drafting the agreements, contracts, MoUs, and other legal matters.
- Provide clarification on legal language or specifications to everyone in the organization

**Eligibility Criteria:**

- The individual should possess a degree in law from an accredited university or college. A master's or a doctoral degree in the relevant area is desirable.
- The individual having 10 years' experience in handling diverse legal issues along with the latest knowledge of the various changes happening in the legal field would definitely have an edge over the rest of the candidates.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**9. Chartered Accountant:**

- Undertake internal financial audits (an independent check of an organisation's financial position)
- Provide financial and tax advice issues.
- Perform tests to check financial information and systems
- Advise clients on tax planning (within current legislation to enable them to minimise their tax liability) and tax issues associated with activities.
- Liaise with internal and external auditors (where applicable) and deal with any financial irregularities as they arise
- Produce reports and recommendations following internal audits.
- Prepare annual financial balance Sheet.
- Managing /filing TDS, SGST/IGST/EPF/ESI return and other applicable government regulatory acts.

**Eligibility Criteria:**

- Member of Institute of Chartered Accounts of India or Institute of Cost and works Accounts of India.
- Minimum 10 Years' experience in the field of finance, accounting in an industrial/Govt. undertaking.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**10. RS/GIS Expert:**

**Scope of Work:**

- Shortlist work sites using Remote Sensing (RS) and Geographic Information System (GIS) based on parameters defined by project management.

- Plan, implement, and monitor Workplan and Masterplan activities using RS and GIS tools, ensuring timely progress and completion.
- Prepare thematic maps using remote sensing satellite data and image processing techniques for bamboo plantations, structures, and units established by the Board. Provide technical guidance and support to cluster-level organizations and Project Implementing Agencies (PIAs).
- Collaborate with various thematic areas, such as land resource assessment, climate change studies, and meteorological observations, to apply RS-GIS tools. Coordinate with institutes and departments for geospatial data collection and compilation, aligning with the result framework and Board activities.
- Offer training and technical assistance to users, ensuring effective utilization of RS-GIS tools and technologies.

**Eligibility Criteria:**

- Post Graduate in Geo-informatics/Remote sensing/Geospatial Technologies.
- He/She should have at least 05 years working experience in relevant field.
- Experience in the Application of RS/GIS in forest based data collection, resource mapping and resource quantification.
- Experience in RS/GIS based documentation and presentation.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**11. Documentation and Monitoring:**

**Scope of work:**

- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on M&E as required.
- Documentation of activities carried out under the different projects.
- Compiling monthly, quarterly, half yearly and yearly progress report under different projects being implemented by the board.
- Publications of Manuals related to Bamboo, Ringal and Natural Fibers based activities.
- Compiling training reports, minutes of meeting, success stories, case studies etc.
- Writing project proposals and concept papers.

- Developing and maintaining MIS including official website
- Developing and disseminating IEC material related to projects activities.

**Eligibility Criteria:**

- Post graduate in any discipline from a recognized institute/University.
- Minimum 10 years' experience in monitoring & evaluation and documentation in development programmes. Good command over writing Hindi and English. Versatility with the socio-economic and geographical constraints of the crafts communities in the Uttarakhand will be an added advantage.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

**Consultant Textile Technology/Engineer**

**Scope of Work:**

- Developing value chain of Himalayan nettle/Industrial Hemp/Bhimal/Agave (Ram Bans) and other plant origin commercially viable fibers available in the state.
- Developing plant fibers processing techniques such as decortications, retting, degumming, softening etc.
- Liaising with and providing technical advice to design, marketing, purchasing and production staff
- Amending designs where necessary
- Producing samples
- Dyeing and printing textiles
- Evaluating, identifying and selecting fabrics/products from suppliers
- Ensuring that products meet set requirements and specifications (eg colour fastness, durability etc)
- Checking products for suitability and testing for performance under various conditions
- Controlling production and quality standards
- Keeping up to date with trends and innovations and research work.
- Developing catalogue/Fliers/posters and other publication material with special reference to the plant fibers of Uttarakhand.
- Supporting to the project managers in developing proposals, planning and implementation.

**Eligibility Criteria:**

- Graduate in textile technology/textile science from recognized University/Institute. Preference will be given postgraduate candidate having good knowledge in natural fibers.
- Minimum 05 years' experience in textile and clothing industry having good knowledge in machines, tools, equipments and strong practical skill of textile industry.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.



## **12. Consultant Web design:**

### **Scope of work:**

- Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks
- Create wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas
- Present and defend designs and key deliverables to peers and executive level stakeholders
- Establish and promote design guidelines, best practices and standards
- Web hosting and maintenance.
- Building an E-Commerce business model planning.
- Ensure customer loyalty and brand integrity are maintained through our performance optimization service.

### **Eligibility Criteria:**

- Graduation/Post Graduation in computer science ( B-Tech, M-Tech, BCA, MCA) from recognized university/institute with 5 years' experience in web designing field.
- Proficiency in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools.
- Proficiency in front-end development web programming languages such as HTML and CSS, JQuery, Logo Design, WordPress and JavaScript.
- Good understanding of content management systems, search engine optimization and E-commerce.
- Up-to-date experience with international web protocols, standards, and technologies.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

## **13. Consultant Mechanical Services:**

### **Scope of work:**

- Analyzing problems to determine mechanical solutions of bamboo and fiber processing machines.
- Provide maintenance service to the board on annual contract/assignment basis.
- Perform simulation, testing and analysis on devices and systems

### **Eligibility Criteria:**

- The incumbent should have a Bachelor degree/diploma at mechanical engineering from a recognized institute/University.
- Minimum 05 years' experience in industrial mechanical services especially textile, wood, bamboo industries.
- In case of firms/institutions, they should have adequate number of empanelled experts having the aforesaid eligibility.

## **14. Consultant Field Mobilization/Training and Capacity Building:**

### **Scope of Work:**

- Resource mapping/baseline survey/cluster appraisal of bamboo/ringal/natural fibers according to projects requirement.
- Providing assistance in selection of the artisans/farmers/beneficiaries for training, bamboo and natural fiber nurseries/plantation.

- Conducting project monitoring/assessment and impact studies under the projects.
- Conducting/coordinating the training programmes and production workshops
- Managing community facility centers/resource centers ensuring community participation.

**Eligibility Criteria:**

- Post Graduate Degree/ Post Graduate Diploma in Social Work/ Social Science/ Design Development/Forestry/Botany/ Environment Science/Wood Science/ or equivalent.
- At least 05 years of progressive experience in planning and implementing programmes focused on social development and community mobilization.
- Experience of working with the government/development partners on the social development and community mobilization issue, especially at the grassroots level will be preferred.
- Demonstrated technical, management and supervisory skills.
- Excellent oral and written communication skills in English and Hindi and ability to converse in local language;
- Good documentation skills on social development and community mobilization issues, including through the use of computers and social media.
- Ability to work effectively in a team interacts persuasively with a range of stakeholders, and travel extensively.
- In case of voluntary organizations/NGOs, they should have adequate number of empanelled experts having the aforesaid eligibility.

**15. Human Resource Service Provider:**

**Scope of Work:**

- To provide HR services in accordance with Board requirements.
- HR policy development and implementation
- Employee handbook creation and updates
- Compliance with labor laws and regulations
- HR audit and gap analysis.

**Eligibility Criteria:**

- Registered business with necessary licenses and permits
- Registered with EPFO, ESI or other regulatory agencies as per labour law.
- Adequate insurance coverage (e.g., professional liability, workers)
- Good HR planning and advisory services
- Minimum 05 years of experience in HR management, recruitment, or related fields
- Proven track record of successful HR projects or services
- Good standing in the industry with no history of misconduct

**16. Office Related Annual Maintenance Services:**

**Scope of Work:**

- Maintenance and repairing of computers, laptops, and peripherals
- Maintenance and repairing of Printers, scanners, and photocopiers
- Updating antivirus and security system.
- Maintenance and repairing Telephones, intercoms, phone systems and local network.
- Maintenance and repairing Air conditioning, heating, and ventilation systems
- Maintenance and repairing Electrical and plumbing systems
- Performing Regular maintenance visits.

**Eligibility Criteria:**

- Registered business with necessary licenses and permits
- Minimum 03 years of experience in office maintenance services
- Sufficient qualified and experienced engineers/technicians and staff
- Familiarity with various office equipment and systems
- Knowledge of safety protocols and procedures
- Good standing in the industry with no history of misconduct

**Location of Activities**

The location of interventions shall be the state of Uttarakhand.

**Terms and conditions for empanelment of experts:**

- a) Empanelment does not entitle anyone with award of any work.
- b) UBFDB will assign the work to the empanelled firms/individuals as per requirement, on mutually agreed memorandum of understanding.
- c) Technical and Financial proposals as per requirement and available budget shall be invited from the empanelled firms/individuals budget may vary according to nature of work and requirement of the project.
- d) UBFDB reserves the right to reject any/all applications before or after empanelment without giving any reasons thereof.
- e) All decision taken by UBFDB would be final and no further representation in this regard will be entertained.
- f) UBFDB also reserves the right to modify the term and conditions for empanelment of firms/individuals, if necessary, and in consultation with the empanelled firms/individuals at any time before and during the empanelment.
- g) The aforesaid assignment involves extensive travel to hilly areas of the Uttarakhand and the incumbent should be prepared to undertake field visit to different rural areas.
- h) Conditional proposals will not be entertained.
- i) All payments shall be made only through electronic mode for which the incumbent shall share the details of their bank account number and IFSC code of the bank branch.
- j) Taxes applicable (IT/GST) shall be deducted at source for which the incumbent shall share their PAN and GST details.
- k) In case of firms/institutions, the details of PAN/TAN/GST of the firm/institution or that of the key functionary of the firm/institution shall be shared with us.
- l) For any dispute arising out of the empanelment or interpretation of any terms thereof, the decision of UBFDB, shall be final and binding upon the empanelled firms/individuals.
- m) Issue of corrigendum may be necessary to clarify doubts raised or to make some corrections. All such corrigendum shall be displayed on web site [www.ubfdb.org.in](http://www.ubfdb.org.in) only. The bidders are therefore advised to refer to this site from time to time to keep them updated.
- n) Empanelled individuals shall not claim any right for permanent employment.
- o) Firms/institutions and individuals currently empanelled with the Board must apply against this notice.
- p) The sealed envelope containing the EoI should be super scribed with “Expression of Interest (EoI) for specific area of interest being applied by the individuals/firms.
- q) The empanelment will be initially valid for 5 years, with the option for further extension.
- r) If any applicant wishes to apply for more than one service, please submit a separate proposal for each service

The technical proposals will be evaluated using the following criteria:

<b>Criteria</b>	<b>Marks</b>
Qualification	20
Experience	20
Experience/ assignment of institution in related/ specific field	30
Cost and Size of assignment handled	10
Work experience in mountain area	20

(Note: The minimum qualifying points are 60% for evaluation of technical proposal)

**DISPUTES & ARBITRATION:**

In case of any dispute, whatsoever, the Successful applicant shall not approach any Civil Courts for seeking remedy and justice. Such dispute, arising out of this contract, shall be resolved or adjudged only by way of arbitration as per the Arbitration and Conciliation Act, 1996, for which Chairman UBFDB shall be the sole arbitrator.

## **Format for Submission of EoI** **Technical Proposal**

**General details:**

Sl. No.	Details	
	Interested Area of work for which consultant wishes to apply	
1	Full Name of Applicant /Firm/Institution/Voluntary Org.	
2	Correspondence address	
3	Telephone No./Mobile no	
4	E-mail	
5	Aadhar no.	
6	PAN	
7	GST	
8	Academic qualification	
9	Professional qualification and School/institution's details where from pass out.	
10	Membership and empanelment of professional institutions	
11	Over all experience in years	
12	Related/specific work experience in years	

**Provide details of overall experience:**

S.NO	Details of assignment undertaken	Name of client/ organization for which assignment undertaken	Year of Assignment total period.	Cost of Project/ Assignment	Key output / deliverables

**Please also attach the following:**

- a) Brief note on your suitability for the work for which you wish to apply (How do you justify your application for the relevant work)- in 200 words.
- b) Detailed CV
- c) Relevant certificates / documents
- d) In case of firm/institution/voluntary organization they should provide the list of experts and their capacity to handle the relevant activities.
- e) In case of firm/institution/voluntary organization they should provide latest balance Sheet.

**DECLARATION:**

I hereby declare that all statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found to be false, incorrect, or incomplete at any stage, or if I fail to meet the eligibility criteria as per the relevant advertisement, my candidature may be cancelled, and even my assignment (if selected) may be terminated. I make this declaration conscientiously and accept full responsibility for the accuracy and authenticity of the information provided.

I understand to abide by the all the terms & conditions mentioned in the EoI given by the UBFDB.

Place:

Date:

Signature of the Applicant